



can perform the duties of this position.

## **Section 2: Specialized Experience**

**For each of the following statements, circle the letter for the response that most accurately describes your level of experience in performing the task described, using the table below. Circle only one letter for each statement.**

**A - I have had no experience or training in this.**

**B - I have had education or training only in this, but no experience.**

**C - I have occasionally performed this task under close supervision.**

**D - I frequently and independently performed this task under normal supervision.**

**E - This task was/is a major part of my job, and I am considered an expert performing it.**

Circle the appropriate letter.

- |   |          |          |          |          |          |
|---|----------|----------|----------|----------|----------|
| 2. Review various obligation documents to ensure completeness of data, to ensure accuracy of computation, and to ensure validity of accounting classification.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 3. Review various accounts payable or accrued expenditure transaction documents to ensure completeness of data, to ensure accuracy of computation, and to ensure validity of accounting classification. | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 4. Resolve questions on data submitted.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 5. Establish and maintain manual control log to record expenditures and obligation of funds.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 6. Establish and maintain automated control log to record expenditures and obligation of funds.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 7. Classify transactions and adjustments.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 8. Review accounts payable or accrued expenditures transaction for correct data.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 9. Verify amounts shown on documentation with obligation documents.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 10. Prepare adjustment vouchers.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 11. Maintain liaison with various operating units to ensure proper invoice payment.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 12. Develop and maintain control log for issuance of purchase orders.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 13. Receive and review purchase requests.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 14. Maintain manual log of expenditures and reimbursements.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 15. Maintain automated log of expenditures and reimbursements.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 16. Reconcile and adjust applied cost and obligations.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 17. Reconcile discrepancies.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |

Circle the appropriate letter.

- |  |          |          |          |          |          |
|--|----------|----------|----------|----------|----------|
| 18. Compute adjustment vouchers for changes in data and expense according to account codes in automated general ledger system.         | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 19. Reconcile accounts.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 20. Compile and consolidate data for weekly financial report.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 21. Reconcile sub accounts affected by changes in expenditures and allotments.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 22. Prepare various cost reports.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 23. Prepare estimates of financial needs based on account auditing and analysis.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 24. Consolidate accounting data from different programs into the general ledger to generate financial reports.                         | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 25. Monitor estimates, obligations, and expenditures affecting the budget to report deviations from set limitation.                    | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 26. Certify funds available.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 27. Verify type of procurement, appropriation codes, and funds available for purchase requests.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 28. Establish estimates for recurring utilities and alien housing and medical cost.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 29. Compile extensive cost data based on previous spending to project future expenditures.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 30. Maintain automated general ledger of operating cost.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 31. Ensure that transactions are in compliance with guidelines, policies, and procedures.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 32. Receive and direct phone calls.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 33. Receive and direct personal inquiries.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 34. Communicate in person with agency employees on routine matters.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 35. Communicate by telephone with agency employees on routine matters.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 36. Establish contact with personnel outside the organization and with members of the general public on a regular and recurring basis. | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 37. Enter appropriate accounting data directly into an automated accounting system.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 38. Extract information from an automated accounting system for payment information and for preparation of adjustments.                | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 39. Prepare accounting reports on automated spreadsheets.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |

**To respond to questions 40-42, mark “A” for Yes and “B” for No.**

**Circle the appropriate letter.**

- |  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
|  | <b>A</b>   | <b>B</b>  |
| 40. I have successfully completed one accounting course (at least 3 semester hours) at the college level.          |            |           |
| 41. I have successfully completed two or more accounting courses (at least 6 semester hours) at the college level. | <b>A</b>   | <b>B</b>  |
| 42. I have used word processing, worksheet, and data base software programs in my current/ previous position.      | <b>A</b>   | <b>B</b>  |

**I certify that, to the best of my knowledge, all the information provided on this form is true, accurate, and complete.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**